

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on November 12, 2024, at 6:00 pm.**

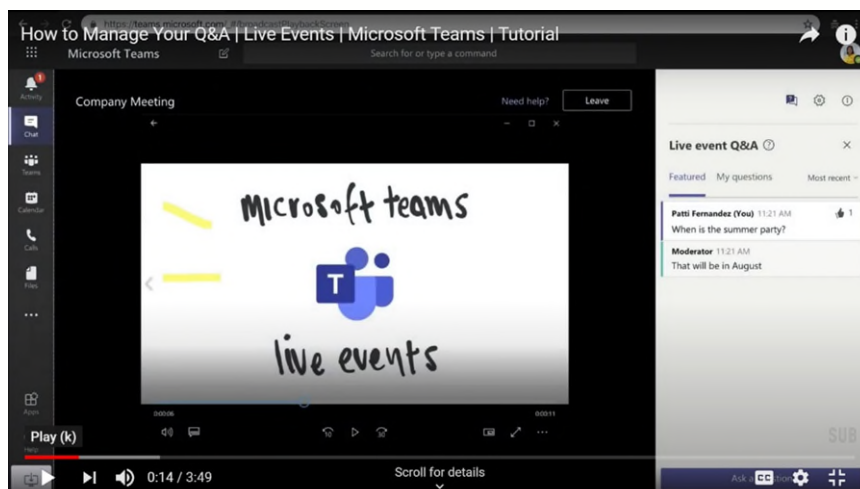
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

To participate in the meeting please click on this link: [Follow Link](#)

To guide you, the following is information on how to join a live event in MS Teams.

[Attend a live event in Microsoft Teams](#)

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



RESOURCES COMMITTEE
School Board Office
November 12, 2024 – 6:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. REPORT (page 3)

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 Catchment Adjustments – Mark Kaercher (page 5)

4.2 Quarter 1 Financial Forecast – David Lee Bonar (page 7)

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee Meeting of November 12, 2024.

4.3 Quarter 1 Minor Capital Update – Mike Ross (page 11)

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 12, 2024.

4.4 Community Rental Strategy – Mhairi Bennett (page 14)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Sustainable Rental Strategy as presented at the Resources Committee Meeting of November 12, 2024.

5. ADJOURNMENT

6. NEXT MEETING DATE: December 10, 2024



Committee Report of Resources Committee Meeting of October 8, 2024 School Board Office

Present: Christine Lervold, Trustee (Committee Chair)
Amanda Dowhy, Trustee (A/Committee Member)
Paul Block, Superintendent
Harold Cull, Secretary Treasurer
Moncia Braniff, Deputy Superintendent
Ceilidh Deichmann, SPVPA
Wanda Falle, CUPE
Tom Davis, SPEAC
David Strange, Associate Superintendent
Mark Kaercher, District Principal, Capital Planning
Frances Krusekopf, District Principal, Early Learning & Child Care
Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated September 17, 2024, at its Public Board Meeting dated September 24, 2024.

3. PRESENTATIONS

4. BUSINESS

- 4.1 Catchment Changes for SCÍÅNEW STEĪITKĒĒ Elementary – Paul Block/Mark Kaercher
Staff reminded the Committee of the previous catchment decision of the Board for SCÍÅNEW STEĪITKĒĒ Elementary and the various principles found in the Board's approved catchment policy that impact catchment/boundary changes and outlined the communication process and timeline. The catchment area for SCÍÅNEW STEĪITKĒĒ Elementary will flow to Dunsmuir Middle School and then to École Royal Bay Secondary. Students will attend their new



boundary catchment school September 2025. Students can request to be grand parented into their current school if space permits. The Committee discussed the new catchment and it was confirmed that staff will also present at the November SPEAC meeting.

4.2 Childcare Update – Frances Krusekopf

Frances Krusekopf provided an overview of the Early Learning and Child Care (ELCC) programs currently operating in SD62 schools and the District's plans to issue Requests for Expressions of Interest & Qualifications (REIQs) for 3rd party providers to identify their interest in operating ELCC programs in the District for the 25/26 school year. Two new sites at Hans Helgesen and SCÍĀNEW STĒLITĶĒL Elementary will be added for next year and will be part of the REIQ process that is expected to be issued this fall. It was also discussed that the Board will operate ELCC programs in several of our elementary schools that do not currently have before and after school ELCC programming in the 25/26 school year.

4.3 Updated Enrolment Estimates & Financial Impacts – Monica Braniff/Harold Cull

Staff reported that, based on the September 30th enrolment actual amounts, the District enrolment has increased by 548 FTEs or 4.3% since this time last year. The financial impacts of the enrolment increase were discussed with the incremental revenue largely offset by the additional staff costs required to support the students. Staff recommend the Board wait until the budget recalculation details are received from the Ministry in mid-December prior to making any Amended Budget decisions.

5. **ADJOURNMENT AND NEXT MEETING DATE:** November 12, 2024





Committee Info Note

Resources Committee Meeting

November 12, 2024

Agenda Item: 4.1 Catchment Adjustments

Background:

School District #62 (Sooke) has constructed 3 new schools and 2 Prefabricated Projects within the last 5 years. With the continued growth in student enrolment, as per Policy F-502, the Board has requested a review of individual school capacities and the current flow of schools from Elementary to Middle to Secondary. Consideration for catchment for the new secondary school, located on the north side of highway, is part of the discussion.

The growth in both the Happy Valley and Westhills neighborhoods has resulted in over capacity enrolment at the feeder middle school, Centre Mountain Lellum, which has a capacity of 700 students. The Long Range Facilities Plan (LRFP) projects CMLs enrolment to be 839 students by 2028. Spencer Middle School currently has 6 portables on site which allows their enrolment capacity to reach 800 students. Currently they enroll 627 students. The Consultation Team and the Transportation Manager has reviewed the Long-Range enrolment numbers and developed a plan to support the growth around CML and provide in-catchment seats for the students of SD62.

Currently, David Cameron Elementary students attend Centre Mountain Lellum Middle School. The proposed plan involves changing the pathway for David Cameron Elementary students to attend Spencer Middle School. The change of pathway for David Cameron Elementary School would result in an adjustment to the Catchment of both Spencer Middle School and Centre Mountain Lellum Middle School. The PACs and staff in the affected schools are in the process of being notified and will have opportunities to send their thoughts to our Communications Manager and District Principal Capital Planning. The change of David Cameron's pathway will help to alleviate the enrolment pressures at Centre Mountain Lellum middle school and ensure students have the opportunity to attend their neighborhood school.

The following list of principles are considered in the catchment boundary/ flow of school changes:

- Follow [Board Policy F-502](#)
- Proximity to feeder schools.
- Maximize existing space in all schools.
- Long-term sustainability.
- Maximize current and future safe and active routes to schools.
- Ensure equity of opportunity and clear K-12 pathways when reviewing programs of choice.
- Minimize disruptions to students.
- Grandparent students in their own schools.
- Provide stability and a transparent process with opportunities for robust public engagement.
- Use natural boundaries as much as possible.

The following consultation goals are being implemented:

- Clearly inform parents and staff of the proposed changes;
- Engage with parents and staff to collect valuable input and insight;
- Reassure parents of our School Change Request Process which allows consistency in attending an out of catchment school.
- Support the Board in answering questions from our stakeholders.

Consultation Opportunities:

- Catch62 email: catch62@sd62.bc.ca
- PAC meetings
- SPEAC Meeting
- Parent Emails
- Social Media

Prepared By: Mark Kaercher, District Principal Capital Planning



Committee Info Note

Resources Committee Meeting

November 12, 2024

Agenda Item: 4.2 Quarter 1 Financial Forecast

Background

- After completion of the first quarter (Q1), second quarter (Q2), and third quarter (Q3) of the fiscal year, staff complete a forecast of where we expect to finish the year financially
- Meeting with budget managers and departments, Finance completed the financial forecast for the current fiscal year with actual revenues and expenditures as at September 30, 2024 (Q1)
- Given the amount of time left in the year, there remains a significant number of outstanding items to be estimated which makes the forecasting process difficult to accurately estimate at this time
- As a result, the following is the District's best estimate of where we expect to end the year and these estimates will be revised as we work through the financial forecasts after the second and third quarters
- Historically, the Q1 forecasted ending reserve is understated and the District will typically end in a better financial position than what is stated during this initial forecast

Q1 Forecasted Year End Position

- Summaries based on revenues and expenditures by function (**Appendix A**) and expenditure type (**Appendix B**) have been provided for the Committee's review
- There are significant variances by expenditure type noted in Appendix B that will at least partially be resolved in Q2 when staff have had an opportunity to make budget adjustments in line with anticipated spending
- Staff have estimated that the District will end the fiscal year (June 30) with a potential accumulated surplus of **\$2.453 m** or **1.38%** of total expenses
- The anticipated year end surplus of \$2.453 m is \$850,982 less than the budgeted surplus

Assumptions and Next Steps

- There are a number of assumptions used in this forecast that may impact the final numbers
- These assumptions include:
 - A Classroom Enhancement Fund (CEF) recovery of 204.55 FTEs
 - That there will be no impact from the Ministry's Salary Differential calculation
 - That the February and May enrolment will be on budget
 - All other budget items will come in as forecasted
- Next steps include completing the Q2 Forecast in February at which time more of the variables will be known (CEF recovery, Salary Differential, February enrolment and actual staffing)
- The Q2 Forecast will be used to draft the District's Amended Budget for the Board's consideration

Recommendation

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 12, 2024

Prepared By: David Lee-Bonar, Assistant Secretary-Treasurer

Appendix A

School District Six Two

Summary of Q1 Forecast by Financial Statement Function

	BUDGET	Q1 FORECAST	VARIANCE	
Revenues				
Provincial Grants				
Ministry of Education and Child Care	163,752,701	166,835,622	(3,082,921)	September enrolment increase
Other	156,000	166,560	(10,560)	
Tuition	8,092,788	7,403,166	689,622	International enrolment under budget by 7 FTE (253 vs budget 260 FTE)
Other Revenue	1,814,082	1,717,060	97,022	
Rentals and Leases	512,500	594,833	(82,333)	
Investment Income	853,875	1,097,681	(243,806)	Oct interest rate = 4.25% vs budget of approx. 3%
Total Revenue	175,181,946	177,814,921	(2,632,975)	
Expenses				
Instruction	149,877,155	151,330,190	(1,453,035)	Incremental teachers, TTOC, and educational assistants
District Administration	7,618,362	7,609,619	8,743	
Operations and Maintenance	14,322,301	14,588,526	(266,225)	Facilities services/supplies; Hans Helg Childcare insurance
Transportation and Housing	3,456,933	4,050,372	(593,439)	9 routes over budget
Total Expense	175,274,751	177,578,708	(2,303,957)	
Net Revenue (Expense)	(92,805)	236,213	(329,018)	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	-	(1,230,000)	1,230,000	Portables to address anticipated future growth
Local Capital	(350,000)	(300,000)	(50,000)	SCIA NEW STEELTILE Elementary capital contribution
Surplus (Deficit), for the year	(442,805)	(1,293,787)	850,982	
Total Reserve as at June 30 2024	3,746,823	3,746,823	-	
Operating Surplus (Deficit) for the year	(442,805)	(1,293,787)	850,982	
Total Reserve as at June 30 2025	3,304,018	2,453,036	850,982	
Reserve % of Total Expenses as at June 30 2025	1.89%	1.38%		

Appendix B School District Six Two

Summary of Q1 Forecast by Financial Statement Expenditure Type

	BUDGET	Q1 FORECAST	VARIANCE	
Salaries				
Teachers	65,013,487	65,697,113	(683,626)	Incremental teachers and teachers acting VP
Principals and Vice Principals	10,688,801	10,350,766	338,035	Vacant PVP positions
Educational Assistants	19,429,884	20,000,852	(570,968)	Incremental educational assistants
Support Staff	15,985,352	16,286,010	(300,658)	Bus drivers due to 9 routes over budget
Other Professionals	6,057,447	6,153,128	(95,681)	
Substitutes	6,195,607	7,109,318	(913,711)	Incremental TTOC and EA replacements
Total Salaries	123,370,578	125,597,187	(2,226,609)	
Employee Benefits	32,863,940	33,374,474	(510,534)	
Services and Supplies				
Services	8,087,426	7,872,688	214,738	International Homestay savings due to lower student FTE
Professional Development and Travel	1,203,566	1,248,113	(44,547)	
Rentals and Leases	312,720	362,776	(50,056)	
Dues and Fees	167,956	134,088	33,868	
Insurance	577,651	644,270	(66,619)	
Supplies	6,274,270	6,212,486	61,784	
Utilities	2,390,844	2,106,824	284,020	Lower utility usage anticipated than budget
Bad Debt	25,800	25,800	-	
Total Services and Supplies	19,040,233	18,607,047	433,186	
Total Operating Expense	175,274,751	177,578,708	(2,303,957)	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	-	1,230,000	(1,230,000)	Portables
Local Capital	350,000	300,000	50,000	ŚĆIĄNEWY ŚTELITKEŁ Elementary contribution

Committee Info Note

Resources Committee Meeting

November 12, 2024

Agenda Item: 4.3 – Minor Capital Program

Background

- As part of their annual work plan, the Board (BoE) will be receiving quarterly updates from staff on key measures in the following areas:

- Strategic Plan
- FESL (where applicable)
- Na'tsa'maht agreement
- Financial Forecast
- Enrolment report
- Minor & Major Capital Work

- The AFG funding is provided by the Ministry on their fiscal year (April to March) and therefore we are reporting out on government's 2nd quarter while it is the school district's 1st quarter
- Meaning tonight's update will be for the period of April 1 to September 30, 2024

Minor Capital

- Ministry and Grant funded project update:

Funding Source	Site	Description	Status
CNCP	John Muir Elementary	Window Replacement	Scheduled Oct 2024 to Feb 2025
CNCP	John Muir Elementary	HVAC Upgrade	Complete
CNCP	John Muir Elementary	Lighting Conversion (to LED)	In Feasibility Review
SEP	Willway Elementary	HVAC Upgrade	Complete
SEP	Crystal View Elementary	Roof Replacement	Complete
SEP	Saseenos Elementary	Roof Replacement (partial)	Complete

PEP	John Muir Elementary	Playground Replacement/Enhancement	Complete
FIP	David Cameron, John Muir, PEXSISEN, Poirier, Savory, Wishart and Saseenos	Phase 1 Kitchen/Equipment Upgrades	In progress
Grant	Transportation	Power Upgrade and EV Chargers	Pre-Tender; Waiting on Hydro

Annual Facilities Grant (AFG) Projects

- Forty AFG projects were supported for 24/25 minor capital year
- We are roughly 30% through the projects, which have been completed on budget but behind schedule
- The following table lists all completed project to date:

Site	Description	Status
David Cameron Elementary	Fire Alarm Panel Upgrade	Complete
Poirier Elementary	Roof Access Panel Replacement	Complete
John Stubbs Elem/Middle	Exterior Stair Nosing Replacement	Complete
EMCS	Bleacher Removal	Complete
Willway Elementary	Awning Refurbishment	Complete
Dunsmuir Middle	Fire Alarm Panel Upgrade	Complete
Belmont Secondary	Heat Pump Replacement – Design	Complete
Sangster Elementary	Sewer Connection – Design	Complete
Spencer Middle	Garavanta/Lift Replacement	Complete
Lakewood Elementary	Exterior Painting	Complete
Saseenos Elementary	Interior Painting	Complete
Hans Helgesen Elementary	PA System Upgrade	Complete
Belmont Secondary	Additional FOBs	Complete
Crystal View Elementary	Learning Commons Millwork	Complete

- Staff are working to get the program back on schedule, as some items fell behind while the Manager of Minor Capital position was vacant

Reporting Updates

- Staff are implementing a new project management system that is fully integrated with the current maintenance system
- This system upgrade is aimed to streamline and enhance the minor capital project planning, budgeting, and reporting processes

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 12, 2024.

Prepared by: Mike Ross, Manager Minor Capital and Mhairi Bennett, Director of Facilities



Committee Info Note
Resources Committee Meeting
November 12th, 2024
Agenda Item: 4.4 – Community Rental Strategy

Background

- Per Board Policy F-300 the Board encourages community use of school facilities.
- In recent years, the school district has supported an increase in the amount of community use of school facilities and outdoor spaces.
- The increase in community use:
 - creates operational challenges and competing priorities related to energy consumption, cleaning, maintenance, wear and tear, etc. (please see table below);
 - has illustrated that the current rental rates may not be capturing all direct and in-direct costs associated with rentals;
 - has demonstrated that clear expectations need to be defined as to what is included in a facility rental (ie. tech, wifi, washroom access, cleaning, etc.);
 - has highlighted that rental group expectations related to timelines for booking differ from school district expectations and that these timelines should be clearly identified.

Analysis of Rental Availability Options (Table)

- The district has done a high-level evaluation of 3 rental strategy options outlined in the table below:

<u>Rental Availability</u>	<u>Advantages</u>	<u>Disadvantages</u>
1. Unlimited – rentals all hours outside school hours at all sites	<ul style="list-style-type: none"> • Generates revenue • Fully supports community programs • Supports public perception/expectations 	<ul style="list-style-type: none"> • Requires additional staff (not sustainable as-is) • Creates additional after hours call-outs and working alone procedures • Creates additional security issues • Increases GHG emissions and utility costs

		<ul style="list-style-type: none"> • Complicates maintenance and minor capital scheduling • Increases maintenance and minor capital work required
<p>2. Sustainable Rentals – Some combination of evenings and weekends at limited sites.</p> <p>Summer to be explored.</p>	<ul style="list-style-type: none"> • Generates some revenue • Partially supports community programs • Partially supports public perception/ expectations 	<ul style="list-style-type: none"> • Requires additional staff (not sustainable as-is) • Creates additional after hours call-outs and working alone procedures • Creates additional security issues • Increases GHG emissions and utility costs • Complicates maintenance and minor capital scheduling • Increases maintenance and minor capital work required (wear and tear)
<p>3. No Rentals</p>	<ul style="list-style-type: none"> • Does not require additional staff • Does not create additional after-hours call outs or working alone procedures • Decreases GHG emissions and utility costs • Allows for flexible maintenance and minor capital work scheduling • Decreases wear and tear 	<ul style="list-style-type: none"> • Does not generate revenue • Limits community programs • Could harm public perception/ expectations

- The district's current strategy aligns with option 2: Sustainable Rentals

Next Steps:

- Staff are seeking confirmation from the Board on the rental strategy to pursue; and
- Based on the decision from the Board staff will operationalize the details, which will include a rental fee schedule necessary to support the Sustainable Rental Strategy for the Board's consideration and implementation in the 25/26 school year

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Sustainable Rental Strategy as presented at the Resources Committee Meeting of November 12, 2024.

Prepared by: Mhairi Bennett, Director of Facilities